

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

---

**3.3 RESPONSIBILITY OF FIRST PERSON TO ARRIVE AT THE CMT ROOM**

**ROLE**

Prepare the CMT room.

Establish contact with the On Scene Commander.

**RESPONSIBILITIES**

1. Open and clear the room of any meetings/other activities.
2. Set up CMT room equipment. (Use layout diagram on page and equipment list on page of this Section).
3. Connect phones to match the number on telephone sockets.
4. Put up pre-formatted status sheets/draw up status boards (refer to APPENDIX H) as required.
5. Locate a copy of any relevant Crisis Management Plans
6. Place in/out trays for CMT members with roles and responsibilities checklists, log sheets, nameplates, etc.
7. Ensure there is an adequate supply of whiteboard pens, cleaners, fax paper, stationery.
8. Ensure all positions are labeled with phone number extensions.
9. Ensure that all equipment is operational.
10. Photocopy log sheets and telephone message sheets and distribute (APPENDIX B and C).
11. Establish contact with On Scene Commander/Emergency Command Centre to inform them that the CMT room is now functional. Give them the telephone and fax number (and e-mail address, if using) to the CMT room and request call back to test communications.

BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL

---

### **3.4 ROLES AND RESPONSIBILITIES OF THE CRISIS MANAGEMENT TEAM**

#### **TEAM ROLE**

Provide technical, logistics, personnel support and assistance to the Emergency Response Team (ERT) at the scene of the incident.

Manage the wider implications of the emergency.

The CMT Leader will generally be the appropriate Site Manager or his designated alternate.

#### **RESPONSIBILITIES**

- ♦ Liaise with the On Scene Commander.
- ♦ Inform and liaise with relevant emergency services and regulatory authorities as appropriate.
- ♦ Manage communications with the relatives, contractors, customers and other outside agencies.
- ♦ Inform and obtain the necessary support from the CMT, if activated.
- ♦ Ensure that the ERT follows the directions from the CMT for managing the emergency.
- ♦ Document all aspects of the emergency management activities, decisions and communications.
- ♦ Recommend the activation of the CMT if the scale of the incident is such that it has the potential to have a significant impact on Bindi Bindi Investments operations – People, Safety, Environment.
- ♦ Identify strategic issues to the CMT, if activated

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

---

### **3.5 INDIVIDUAL ROLES AND RESPONSIBILITIES**

#### **3.5.1 CMT LEADER**

##### **ROLE**

Responsible for the development and implementation of a **business recovery** strategy, which will minimise the incident's impact on company operability, reputation and liabilities in the future.

##### **RESPONSIBILITIES**

- Obtain full details of the emergency in terms of damage/threat to people, environment and property and actions in hand; log details. (Use the initial advice checklist at APPENDIX A)
- Evaluate the need for, and level of CMT activation and specialist support staff. Arrange call out as appropriate. Confirm the category/class of the incident.
- Coordinate the overall planning management of strategic recovery issues arising from the incident. Prioritise and discuss with CMT Support Team. Chair all CMT briefings.
- Evaluate the need for specialist support staff (HR, Media). Arrange call out as appropriate.
- Coordinate overall emergency response operations and ensure that they are carried out in a manner which is consistent with corporate policy, government requirements and the needs and concerns of impacted areas.
- Develop overall response objectives to guide emergency management operations (prioritise).
- Ensure all CMT members and supporting staff are briefed and understand their individual and team responsibilities.
- Request regular status updates from the incident site.
- Assess the need for additional specialist support at the incident site in liaison with the Technical and Production Coordinator and the Emergency Services Coordinator.
- Ensure availability of adequate human, financial and technical resources.
- Ensure shift changes and back up is arranged for CMT, ERT and Support Teams.
- Regularly review the emergency response by calling for updates at frequent intervals having given at least 5 minutes notice of the update.

BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL

---

- Refer to APPENDIXes D, E and F for correct Update, Shift Hand-over and Stand Down Procedures.
- Participate in training a back-up/relief coordinator and ensure that other members have done the same.
- Monitor contacts with external organisations – third party contractors, government Ministry and bureaucracy), owners and relevant government authorities – by reference to tasked team members (ie. Company Spokesperson).
- Ensure that customers are notified of the incident and the likely impact on deliveries.
- Determine the media strategy in consultation with the Media and Public Affairs Coordinator & Company Spokesperson.
- Ensure that the CMT supports the response and is not trying to micro-manage.
- Monitor that the CMT is fulfilling its key responsibilities in terms of resources, communications, strategic review and management.
- Monitor the state of CMT members' comfort/dynamics/health. Ensure shift changes/backup as required.
- Conduct a de-brief and agree on investigation planning and reporting arrangements before deactivating the CMT and support staff.
- Ensure that a strategy/plan is in place for business recovery/continuity put in place.
- Participate in training a back-up/relief coordinator.
- Document all actions on a log sheet as shown in APPENDIX B and pass a duplicated copy to the Information Coordinator.

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

---

### **3.5.2 EMERGENCY SERVICES COORDINATOR**

#### **ROLE**

Act as the point of contact between the Emergency Command Centre and CMT.

Assist the CMT Leader in the development and implementation of team objectives.

#### **RESPONSIBILITIES**

- Obtain full details of the emergency in terms of the threat/damage to people, environment and property and Emergency Response actions in hand; log details.
- Attend all CMT briefings.
- Ensure communications are established and maintained with the affected site and act as the central point of contact between the On Scene Commander and the CMT
- Ensure that appropriate site security has been established and that protocols are developed and maintained with respect to the ingress/egress of all personnel both from the site proper, and incident site in particular.
- Ensure that all personnel are aware of the need not to tamper with evidence at the scene-of-incident pending inspection by Government Authorities and completion of the company's own investigation.
- Provide regular situation updates to the CMT, as directed by the CMT Leader.
- Pass on to the appropriate member of the CMT and Support Teams (where established) information related to Human, Logistics, Environmental, Process, Engineering and other aspects of the emergency.
- Monitor the performance of the ERT, but do not attempt to manage or direct personnel at the scene of the incident.
- Assist the CMT Leader, through liaison with the affected site, in planning the emergency response and establishing the need for additional resources.
- Ensure back-up or alternate ERT personnel are placed on stand-by for mobilisation if required.
- Assist the CMT Leader in preparing and reviewing the strategic and tactical objectives.
- Participate in training a back-up/relief coordinator.
- Document all actions on a log sheet as shown in APPENDIX B and pass a duplicated copy to the Scribe.

BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL

---

### 3.5.3 TECHNICAL AND PRODUCTION COORDINATOR

#### ROLE

The Technical and Production Coordinator provides detailed technical production advice, maintenance and tactical planning assistance to the CMT Leader.

#### RESPONSIBILITIES

- Conduct risk assessments and advise the CMT Leader on the potential effects to the production capabilities, capacity, maintenance, repair and down time of the operation. Assess business continuity issues.
- Attend all CMT briefings.
- Analyse emergency scenarios and response plans; and advise the CMT Leader on the potential effects to the production capabilities, capacity, maintenance, repair and down time of the operation.
- Provide technical, production and maintenance advice to the CMT Leader.
- Assess the effects of the incident and the emergency response on the production capabilities, capacity and maintenance state of all operations. Advise the CMT accordingly.
- Provide technical support to the ERT in accordance with the tactical plans developed by the CMT.
- Establish and maintain an overview of the location and status of mobile equipment and maintenance resources that may be needed to assist emergency response operations. Coordinate activation/provision of these resources when required.
- Identify and arrange provision of resources, with the External Logistics Coordinator, from either internal or external sources.
- Provide assistance to the CMT Leader in the formulation and implementation of tactical response plans.
- Prepare technical and operational information and recommendations for the CMT Leader and the CMT if activated.
- Carry out contingency technical and maintenance planning for return to normal operations.
- Carry out contingency technical and maintenance planning fore return to normal operations.

---

## Attachment 4 - Crisis & Emergency Management Plan

### **BINDOON EXTREME PARK CRISIS & EMERGENCY MANAGEMENT MANUAL**

---

- Assess the effects of the incident and emergency response to the production capabilities, capacity and maintenance of the operation.
- Provide technical, production and maintenance advice and assistance to the CMT Leader in the implementation of tactical plans.
- Evaluate alternative process options, especially if equipment is out of action, damaged, etc.
- Assess the implications of adopting alternative process options in the context of quality assurance and the duration, sustainability and risks/safety implications of such changes.
- Ensure that appropriate environmental approvals are obtained for any changes to production processes (e.g. impact on emissions/other impacts).
- Monitor the effectiveness and impact of changed production processes and anticipate the need to make alterations or pursue other options.
- Participate in training a back-up/relief coordinator.
- Maintain a personal log of events.

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

---

### **3.5.4 COMMERCIAL SERVICES COORDINATOR**

#### **ROLE**

The Commercial Services Coordinator is responsible for assessing and monitoring the financial and commercial implications of the event, arranging for legal advice as required, insurance claims and the collation of all documentation arising from, and relating to, the incident.

#### **RESPONSIBILITIES**

- Ensure procedures, systems and forms are in place to allow the efficient recording and allocation of costs (including loss of production costs) during a disaster or major emergency.
- Attend all CMT briefings.
- Ensure procedures, systems and forms are in place to allow the efficient recording of all legal and insurance related matters.
- Design a system to collect, collate and safely store all documentation related to an incident.
- Obtain full details of the incident in terms of the threat/damage to people, assets, property and environment; and actions in train. Log details in a master log.
- Provide commercial and financial advice and support to the CMT.
- In consultation with the CMT Leader, liaise with commercial consultants (e.g. lawyers, insurers), customers and suppliers.
- Participate in training a back-up/relief coordinator.
- Maintain a personal log of events.

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

---

### **3.5.5 EXTERNAL LOGISTICS & SITE SERVICES COORDINATOR**

#### **ROLE**

The Logistics Coordinator coordinates logistics and site services support to emergency response operations, and provides detailed logistics advice and services to the CMT. This role is primarily focused on obtaining and managing logistic support from outside the premises.

#### **RESPONSIBILITIES**

- Obtain full details of the incident in terms of the threat/damage to people, assets, property and environment. Evaluate logistics considerations arising. Log details.
- Attend all CMT briefings.
- Provide logistics support to the ERT(s) in accordance with the tactical plans developed by the CMT.
- Provide logistics advice and assistance to the CMT Leader in the implementation of tactical plans.
- Ensure that the supply needs of the emergency response effort are being anticipated and met.
- Identify and arrange for the provision of additional resources from external sources or other sites or resources in the region.
- Liaise with contractors on the status and location of personnel and resources available to assist emergency response operations, and provide details of contractor capabilities to the CMT Leader and Emergency Services Coordinator.
- Develop emergency transportation and supply plans.
- Liaise with other CMT members to ensure that required office and personnel supplies are made available.
- Ensure appropriate plans, maps and drawings are made available quickly for use by the CMT.
- Ensure all emergency response teams and support personnel are being victualled and cared for.
- Maintain an inventory of all equipment, supplies, services and other material purchased, rented, borrowed or otherwise obtained during emergency response operations.

Item 9.1.3 Attachment 3-6  
Attachment 4 - Crisis & Emergency Management Plan

BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL

---

- Carry out contingency technical, logistic and maintenance planning for return to normal operations.
- Analyse the logistics ramifications of the incident and its emergency response effects
- Identify the range and deficiencies of on-site and external supply support.
- Identify and liaise with additional external agencies for provision of logistic support, as required.
- Arrange accommodation and welfare for any company personnel or other parties involved in, or directly affected by, the emergency. Obtain necessary authorisation for same.
- Participate in training a back-up/relief coordinator.
- Maintain a personal log of events.

## Attachment 4 - Crisis & Emergency Management Plan

BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL

---

### 3.5.6 EMPLOYEE, NEXT OF KIN AND CONTRACTOR COORDINATOR

#### ROLE

The Employee, Next of Kin and Contractor Coordinator is responsible for the development, activation and review of systems for accounting for all personnel on site when an incident occurs, and by which means information about an incident will be communicated to employees, next of kin and contractors.

This position advises and supports the CMT on all human resource considerations pertaining to an emergency, including provision of counselling and other welfare support.

#### RESPONSIBILITIES

- Obtain full details of the incident in terms of the threat/damage to people, and subsequent actions taken. Log details.
- Attend all CMT briefings.
- Coordinate the conduct, reporting, cross-checking and recording of personnel musters via the Communications Controller.
- Obtain personnel-on-site lists and next of kin/emergency contact details.
- Liaise with contractors to ensure the safety and wellbeing of their personnel. Agree on responsibilities and log the agreement.
- Ensure that all contractors are not releasing any details to the public other than with the approval of Ben Ortin.
- Coordinate the communication of appropriate advice about the incident to next of kin. Ensure that this information is being conveyed by Ben Ortin and its contractors in an approved and consistent manner.
- Prepare and release incident information to employees and contractors when authorised to do so by the CMT leader.
- Advise (or coordinate the provision of advice) to next of kin about the condition and location of those injured.
- Advise the appropriate authorities and coordinate the notification of the family of any person killed as a result of the incident or emergency response operations. Be acutely aware of the sensitivities throughout this process.

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

---

- Following confirmation that the next of kin have been notified of a fatality by the Police, ensure a senior company representative, nominated by the CMT Leader, visits the family to offer support. Wherever practicable, they shall be accompanied by a suitably trained Counsellor.
- Activate and coordinate the provision of appropriate counselling and welfare services to the casualties, other employees, and next of kin.
- Activate the HR Support Team (if required), and supervise their operation. Ensure that this team is updated regularly on the emergency.
- Arrange repatriation of personnel where necessary.
- Participate in training a back-up/relief coordinator.
- Maintain a personal log of events.

**For Pro-Active Contact with Next of Kin:**

Consideration should be given to making proactive calls to the relatives of affected personnel. This is important for the maintenance of corporate reputation as a caring employer.

Suggested technique:

- Introduce yourself by stating your name, role and the reason for making contact
- Positively identify the next of kin/emergency contact and positively link the next of kin with the employee.
- Provide pertinent information ( only that which is available for public release).
- Be conscious of the need to be positive, caring and reassuring.
- Seek feedback that the information has been understood.
- If the call relates to an injured employee, advise next of kin about plans, travel arrangements, medical arrangements as necessary.
- Confirm call back number (both yours and the next of kin's).
- Maintain contact on a regular basis and provide updated information to next of kin.

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

---

### **3.5.7 Environmental & Community Coordinator**

#### **ROLE**

Provide advice and support the CMT on all environmental matters pertaining to the emergency and its impacts and implications.

#### **RESPONSIBILITIES**

- Obtain a full briefing on the incident situation, paying particular attention to environmental response, community issues and any planned actions. Log details.
- Attend all CMT briefings.
- Liaise with the CMT Leader on the provision of advice to statutory authorities and obtain relevant approvals.
- Call in appropriate discipline specialists as required.
- Collect environmental data for affected and potentially affected areas.
- Provide ongoing weather forecasts and other data as appropriate.
- Provide guidance to the CMT on any clean-up, containment or rehabilitation strategy that may be required and how to avoid/mitigate potential secondary environmental impacts associated with response operations.
- Communicate effectively, and respond to, the concerns of the local community - especially those who may have been affected by the incident.
- Assess the need to communicate directly with affected members of the community and implement community communications initiatives as approved by the CMT Leader.
- Provide advice on the priority and method of any fauna/flora protection or wildlife rescue operations.
- Provide the CMT with accurate, up-to-date information on environmental operations, inputs, resources and risks.
- Participate in training a back-up/relief coordinator.
- Document all actions on a log sheet as shown in APPENDIX B and pass a duplicated copy to the Information Coordinator.

BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL

---

### 3.5.8 COMPANY SPOKESPERSON

#### ROLE & RESPONSIBILITIES

##### Company Spokesperson

Review and authorise all media releases and the nature of all information provided to external parties including owners.

Serve as a media spokesperson and ensure you are adequately briefed about relevant issues (both incident related, recent issues and feedback on media trends to date).

Serve as chief spokesperson for communications with owners as well as senior government representatives.

Coordinate the release of information to the media at a site level as instructed/directed by the CMT Leader.

Assist the media in any way that is safe, practicable or appropriate under the circumstances, as instructed/directed by the CMT Leader.

Obtain a thorough briefing on the emergency, the response to it, and any issues that relate to impact on personnel, the community, government, or the Owners. Log details.

Attend all CMT briefings.

Ensure you are alerted to the arrival of any media personnel on site and that they are being met and briefed in terms agreed with the CMT Leader.

Ensure that media access to site is controlled as appropriate and that media personnel are escorted for their own safety at all times.

Ensure the CMT Leader is briefed regularly on the level and nature of media interest in the event, including the media organisations that are making contact and the questions they may be asking.

Ensure a time-lined log is kept of all media inquiries and the nature and timing of the company response.

Ensure the consistency of all information being provided to the media, community interests and other stakeholders and ensure the switchboard operator is briefed on how to handle and respond to telephone inquiries in a sensitive and consistent manner.

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

---

Take direction from the CMT Leader with respect to any information that may be provided to the media.

Under the direction of the CMT Leader, ensure that the switchboard continues to be briefed on what may be said to the media, members of the public, next of kin or any other interested party. Ensure that any information provided is current ( i.e. updated as necessary), and consistent.

Ensure that approved company background materials, fact sheets and descriptions of operations are available to give to the media.

Ensure any media at or near site are given copies of any approved written media statements.

Arrange an appropriate venue for the briefing of media personnel and for any media conference that may be required.

Participate in training a back-up/relief coordinator

Document all actions on a log sheet as shown in APPENDIX B and pass a duplicated copy to the Information Coordinator

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

---

### **3.5.9 INFORMATION COORDINATOR / SCRIBE (X2)**

#### **ROLE**

Document all activities and communications relating to the emergency response and assist the CMT Leader with administrative matters.

Maintain status board information and confirm the information is correct.

Ensure all CMT members are maintaining a comprehensive log and that this information is collected, compiled and secured in an appropriate manner.

#### **RESPONSIBILITIES**

- Obtain full details of the emergency in terms of the damage/threat to people, environment and property and actions in hand. Log details.
- Attend all CMT briefings.
- Ensure the CMT room is set up as required, and confirm the status and tasking of CMT members.
- Prepare the status boards if this has not already been done and add the latest information.
- Pro-actively monitor all communications (discussions, updates and written reports) and capture pertinent points as they arise.
- Maintain a chronological log of events and (if approved by the CMT Leader) make tape recordings as appropriate. Pay special attention to times of particular activities and events.
- Closely monitor boards and information being gathered and draw to the Team's attention any major changes, outstanding action items or arising issues.
- Collect the logs of other CMT members and collate the information into the main log.
- Manage the flow of hard copy communications and ensure that copies of all written communications are retained for the permanent log.
- Ensure that core data and decisions from all briefing sessions is recorded and distributed to all nominated persons.

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

---

- Provide a copy of all documentation to the Emergency Services Coordinator (CMT) for follow up investigation (and any litigation) purposes.
- Monitor team dynamics and assist to improve information capture, display, and flow as appropriate.
- Monitor room noise levels and reduce distractions where possible.
- Provide administrative support to the CMT Leader when workload allows.
- Participate in training a back-up/relief coordinator.

**NOTE:** These two positions are closely related and personnel allocated to them may rotate between each, as required.

BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL

---

**4.0 EXTERNAL AGENCIES CONTACT DETAILS**

**1. UTILITIES**

<b>NAME</b>	<b>PHONE</b>	<b>FAX</b>
Western Power	13 13 51	9326 4595 (HQ)
Alinta Gas	13 13 52	1800 643 369 (priority fax)
		9486 3030 (HQ)

BINDOON EXTREME PARK  
 CRISIS & EMERGENCY MANAGEMENT MANUAL

**2. EMERGENCY SERVICES – POLICE, FIRE & RESCUE, AMBULANCE**

NAME	PHONE	FAX
WA Police Emergency	000	
WA Police - Gingin	<u>9575 22449 575 5600</u>	
WA Police - Midland	9274 0333 (24 hr service)	
WA Fire & Rescue Emergency	000	9323 9462
<del>WA Fire &amp; Reseue Admin</del>	<del>9323 9300</del>	<del>9323 9384</del>
<del>Bush Fire Brigade — Muehea (Dennis Harvey)</del>	<del>9571 4122 (M) 0427 092 356</del>	
Bush Fire Brigade – Bindoon Chittering (Dennis Badcock)	9576 1536/0428 947 853 1800 198 140 FESA Pager	
Bush Fire Brigade – Gingin ( <del>Max</del> Paul Postma <del>Berwiek</del> )	<del>9575 7578/0427 082 8340408</del> 943 576 1800 198 140 FESA Pager	
<del>Bush Fire Brigade Bullsbrook — Bullsbrook</del>	<del>9571 0016</del>	
St Johns Emergency	000	
St Johns – Chittering/Gingin	<u>9575 2332 0407 230 358</u>	
Gingin Fire & Rescue (Peter Elliott)	9575 2316/0429 380 549	
State Emergency Services	9277 0555 Emergency 1300 130 039	9479 4890
RAAF Pearce (Fire Control)	9571 7501	
RAAF Pearce (Admin)	9571 7111	
RAAF Pearce (Police)	9571 7605	

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

---

**3. EMERGENCY SERVICES – HOSPITALS/ MEDICAL/COUNSELLING**

NAME	PHONE	A/H
Doctor – Bullsbrook	9571 1478	
Doctor – Gingin	9575 2300	
Doctor – Joondalup	9300 0366	
Hospital – Royal Perth	9224 2244	
Hospital – Swan Districts	9347 5244	
Hospital – Joondalup	9400 9400	
Hospital - Fremantle	9431 3333	
<b>COUNSELLING SERVICES</b>		
Occupational Services (Counsel)	9225 4522	1300 361 008
Boylan Simpson & Simpson (BSS)	9211 3700	1800 303 090
Davidson & Trahaire	9382 8100	1300 360 364

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

**4. MEDIA CONTACTS**

ORGANISATION	CONTACT	PHONE	FAX
<b>PRESS</b>			
West Australian	Editor	9482 3111	9482 3177
Sunday Times	Editor	9326 8326	9221 1121
Weekend Courier Community	Editor	9599 1800	9599 1817
Sound Telegraph	Editor	9527 2333	9527 8977
Fremantle Herald	Editor	9430 7727	9430 7726
Fremantle Cockburn Gazette	Editor	6330 9100	6330 9153
Wanneroo/Joondalup Community Newspaper	Editor	9233 3000	9233 3001
Wanneroo Times	Editor	9233 2000	9233 3001
North Coast Times	Editor	9233 2000	9233 3001
Midwest Times	Editor	9964 3699	9964 3711
Geraldton Guardian	Editor	9956 1000	9956 1030
Central Midlands & Coastal Advocate	Editor	96511992	9651 1373
<b>TELEVISION</b>			
Channel Seven Perth News	Chief of Staff	9344 0777	9344 0808
Channel Nine Perth News	Chief of Staff	9449 9999	9445 1266
Network Ten Perth News	Chief of Staff	9345 1010	9344 8485
ABC Television News	Chief of Staff	9220 2700	9220 2837
<b>RADIO</b>			
720 ABC Perth	News Director	9220 2700	9220 2727
6PR	News Director	9220 1400	9325 2806
6IX	News Director	9220 1400	9325 2806
Nova 93.7 FM	News Director	9489 1937	9489 1865
92.9	News Director	9382 0929	9381 3155
MIX 94.5	News Director	9382 0945	9381 3155
96FM	News Director	9323 9600	9325 4553
Curtin FM 100.1	News Director	9266 2121	9266 3881
Radio Fremantle 107.9 FM	News Director	9494 2100	9494 2419
ABC Midwest & Wheatbelt	News Director	9923 4111	9923 4199
Geraldton's 96.5 FM	Program Director	9921 2244	9921 7700
98.1 FM	Program Director	9921 2244	9921 7700

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

**6. LEGAL & INSURANCE**

NAME	PHONE	FAX

**10. STATE & LOCAL GOVERNMENT**

NAME	PHONE	FAX
<b>Department of Industry &amp; Resources:</b>	1300 665 500 Emergencies	
Main Office Perth	(B) 9222 3333	(B) 9325 2280
District Inspector of Mines (Lal Mahajan)	(B) 9222 3138 (A/H 9364 1942)	
Dangerous Goods Division	(B) 9222 3333	
<b>Department of Environmental Protection:</b>		
Main Office Perth (Tony Iacopetta)	(B) 9222 7000	93221598
Emergency	(A/H) 1800 018 800	
<b>Chittering Shire Council:</b>	<u>9 576 4600</u>	
CEO ( <del>Ken Donohoe</del> Gary Tuffin)	(B) <del>9576 1044</del> <u>9 576 4600</u>	9576 1250
<del>Shire</del> <u>President Progress Association</u> (Jan Stagbouer)	(H) 9576 2001	
<b>Gingin Shire Council:</b>		
CEO (Simon Fraser)	(B) 9575 2211	9575 2121
Shire President (Greg Morton)	(H) 9655 3037	

**BINDI BINDI INVESTMENTS  
CRISIS & EMERGENCY MANAGEMENT**

***BINDI BINDI INVESTMENTS EMERGENCY RESPONSE TEAM***

		<b>RADIO</b>	<b>MOBILE</b>
<b>ERT COORDINATOR</b>	Benjamin Ortin (Benno)	CH 1	██████████ ██████████
<b>SECURITY CROWD CONTROL</b>	Paul Martino (Sellers)	CH 1	
<b>FIRE CHIEF</b>	Dennis Badcock Peter Geddes	CH 1	
<b>AMBULANCE</b>	Vicky Humphry	CH 1	
<b>HEALTH &amp; SAFETY</b>	Danny Makin	CH 1	
<b>CARPARK</b>	Peter Keratzis (Spiro) ATM Delegate	CH 1	
<b>BAND COORDINATOR</b>	Pat Donnolly (Yindi)	CH 1	
<b>POLICE</b>	Gingin Police	CH 1	000

BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL

---



**APPENDIX A**

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

**APPENDIX A INITIAL ADVICE CHECKLIST**

DATE OF CALL:	TIME OF CALL:	RECEIVED BY:	
LOCATION OF INCIDENT:		DATE OF INCIDENT:	TIME OF INCIDENT:
DESCRIPTION OF INCIDENT:			
Incident contained or escalating?			
NUMBER OF PERSONS ON SITE:			
CASUALTIES DETAILS:			
Injured:		Fatalities:	
Treatable at Site:		Certified? Y / N	
Requiring evacuation:		Missing:	
ENVIRONMENTAL IMPACT:			
WEATHER CONDITIONS AT INCIDENT SITE:			
ACTIONS TAKEN AT INCIDENT SITE:			
ORGANISATIONS/AGENCIES NOTIFIED:			
MEDIA INTEREST:			
ASSISTANCE REQUIRED:			
COMMUNICATIONS:			
Site contact number (Tel):			
Site contact number (Fax):			
Agree time for next contact:			

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

---





BINDOON EXTREME PARK  
*CRISIS & EMERGENCY MANAGEMENT MANUAL*

---



**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

**APPENDIX C                      TELEPHONE MESSAGE SHEET**

<b>TELEPHONE MESSAGE</b>		
YOUR NAME:	DATE:	TIME:
CALLER'S NAME:	CALLER'S TELEPHONE NUMBER:	
	CALLER'S FAX NUMBER:	
CALLER'S ORGANISATION/AFFILIATION:		
MESSAGE/NOTES:	ACTION	DEADLINE

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

---



**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

---

**APPENDIX D                      UPDATE PROCEDURE**

The Group/Team Leader is responsible for ensuring this procedure is followed.

- At the outset of the response, decide on the appropriate intervals for updates. Updates should take no more than 10 minutes.
- Give all team members a 10 minute warning prior to each update. Notify any Support Team members if required.
- At the appointed time, call for telephones to be diverted to switchboard or Communications Team. Check Scribe's readiness to update the relevant status boards/sheets.
- Stop movement in and out of room.
- Invite each team member to identify key issues and report progress on any action items. Do not allow questions or debate until everyone has reported.
- Seek voluntary 1 minute briefings from Support Team members (if involved).
- Provide opportunity for clarifying questions and brief discussion.
- Summarise the update, set priorities and allocate responsibilities for action.
- Set the time for next update.
- Ensure that action items, times and decisions taken are noted.
- Re-divert the phones and distribute messages taken in the interim.

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

---

# APPENDIX E

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

---

## **APPENDIX E                      SHIFT HAND OVER**

In the case of a prolonged emergency, an alternate shift must be arranged to relieve the first shift.

The following process should be followed in the event that any of the teams have been convened for longer than 12 hours OR when personnel are showing significant signs of stress or fatigue.

Planning for this should take place in the first few hours of an emergency, and the shift rosters promulgated well in advance to allow personnel to plan for their duty. The responsibility for managing the arrangements for alternates lies with individual team leaders.

### **INFORMATION COORDINATOR / SCRIBE**

- Agree with the relevant Team Leaders whether changeover is to be simultaneous for all members or staggered.
- Coordinate the call out of alternates, stating the time and location at which they will be required. Consider calling in the swing shift to relieve response personnel at the affected site.
- Arrange transport if necessary.

### **TEAM LEADER**

- Provide general facts of the incident and a broad overview of actions to date for incoming members.
- If changeover is to be simultaneous, arrange extended situation report when the majority have arrived.

### **INDIVIDUAL TEAM MEMBERS**

- Ensure that your alternate is fully conversant with the situation and duties relevant to your specific area of responsibility. Make sure that this does not disrupt the operations of the remainder of the Team.
- Inform the Information Coordinator/Scribe when the hand over has been completed.
- Check if you will be required further and at what time.
- Get adequate rest and sustenance in case you are required again.

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

---



**APPENDIX F**

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

---

**APPENDIX F TEAM STAND DOWN PROCEDURES**

The decision to stand down the response teams/groups lies with the individual Team Leaders. Such a decision **MUST NOT** be undertaken without prior consultation with the other teams.

Full or partial stand down can be considered.

**The CMT Leader will stand down the CMT when:**

- All immediate actions initiated to recover from the emergency have been completed.
- The category of the emergency has been scaled down/emergency is over as advised by the ERT Leader.
- Plan for longer-term recovery issues has been made.

**RESPONSIBILITIES**

**Team Leader**

- Agree with the team on the following:
  - nature of stand down - temporary or permanent - partial or whole;
  - what will trigger the team to reconvene and which members will reconvene.
- Establish how the incident status will be tracked/evaluated in the interim and who will do this.
- Establish what outstanding tasks remain and delegate for action. Ensure this information is recorded.
- Set a time for when the team will meet again to:
  - formally check the completion of outstanding tasks;
  - conduct a brief review of lessons learned from the incident.
- Prepare a checklist of relevant parties who have been involved during the emergency who should be notified of the stand down. Agree who will take the responsibility for notifying whom. Ensure this information is recorded.
- Ensure backup is available for any persons who will remain on emergency duty.

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

---

**Scribe**

- Record all actions and decisions.
- Provide a copy of all documentation to the Emergency Services Coordinator (CMT) for follow up investigation (and any litigation) purposes.

**All members**

- Consider follow on issues stemming from the emergency which are relevant to your area of expertise. Record for action.

**INTERNAL INCIDENT INVESTIGATION PROCEDURE**

All emergency incidents will be investigated and reported upon as per the Bindi Bindi Incident Investigation Procedure.

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

---

# APPENDIX G

BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL

---

## APPENDIX G MEDIA RESPONSE PROCEDURES

### DEALING WITH MEDIA INQUIRIES

As a rule, major emergencies attract considerable media and public interest. If this is not strategically and pro-actively handled, considerable damage can be done to the company's reputation. It is therefore vital that media inquiries are dealt with promptly and efficiently. Care must be taken to provide consistent information to the media, relatives, general public and outside authorities.

### FIRST PRINCIPLES

- Demonstrate a willingness to communicate.
- Remember that you are always on the record.
- Always give the same, consistent messages.
- Establish the company as the sole authoritative source of information on the incident.
- Be proactive in the release of information.
- Demonstrate human concern.
- Ideally, stick to one (or two at the most) spokes people to centralise information flow to the media and maintain consistency of your messages.
- Think about what your stakeholders would want/need to know about the event and structure your media releases/comments accordingly.
- Establish confidence in BINDI BINDI INVESTMENTS by:
  - Addressing the emotion (In many risk situations emotions play an equally important role as the facts.)
  - Sharing the concern (Once concerns are allayed, the issue may be addressed intellectually.)
  - Demonstrating Commitment (To resolving the problem and protecting the community/stakeholder welfare.)
- Particularly in the early stages of your media contact, endeavour to control the agenda by limiting your responses to the immediate (not peripheral or historical) issues.
- Never lie or try to hide the gravity of the situation
- If you do not know the answer to a question, say so.

## Attachment 4 - Crisis & Emergency Management Plan

### BINDOON EXTREME PARK CRISIS & EMERGENCY MANAGEMENT MANUAL

---

- Double-check all information you intend to release for accuracy.
- Attempt to tape record any important telephone interviews or media conferences for future reference.
- Do not appear to apportion blame to any party, internal or external.
- Keep a chronological log of all media contacts.
- Ensure you have available comprehensive background data on Bindi Bindi Investments which may be provided to the media if requested. (Maps, photos, fact sheets, etc).
- Carefully consider that information which you may choose *not* to provide to the media.

#### **MEDIA RESPONSE PROCEDURES**

- Media releases and statements must be approved by the CMT Leader.
- Only release information which is common knowledge (e.g. company facts which appear in the Annual Report) or what is contained in approved media releases. If further information is required, approve its release as with media statements.
- Discourage employees from commenting on the incident to the media and the public unless they have been formally authorised to do so. When authorised, only proven and known facts are to be stated.
- Ensure that relatives are advised prior to any personnel names being publicised or released.
- DO NOT release the names of any casualties to next of kin, the media or the public before authorisation by the CMT Leader.
- Do not leave the media to their own devices. Ensure that security has been established and escorts provided to the media at all times.
- Consider where you will/will not allow the media.
- If the media come to site, designate an appropriately equipped (external telephone/fax/etc...) room for their use as an office. Ensure that this room is located where confidential BINDI BINDI INVESTMENTS discussions cannot be overheard, where no sensitive information is stored or displayed, and where windows do not overlook any sensitive areas.

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

---

- Consider the need to send copies of media statements/releases to non-media stakeholders to keep them informed (Stock Exchanges, joint venturers, other company sites/offices, Directors, etc) .
- Ensure that all media coverage (print and electronic) is monitored, recorded and promptly analysed to ensure a rapid and effective response to criticism or external comment.
- Ensure copies of all media statements/releases are circulated to all appropriate Bindi Bindi personnel - promptly.
- Ensure you get regular and comprehensive situation report updates and constantly reconsider what information can/should be publicly released.
- Consider the need for media or public relations consultancy support.
- If in doubt, obtain legal opinion on sensitive issues.
- Organise “official” photographs/video footage to support your record of the event.
- Consider the use of an appropriate venue for media conferences and a regime for ongoing media briefings as necessary or desirable. Plan and if possible rehearse a media conference approach to give yourselves maximum agenda control.
- Consider media transport and accommodation issues as appropriate.
- Consider the need to advertise your Corporate Position of a Message to the Public.
- Liaise with Media Support Team to ensure they are using current data.
- Double check that all media contact details are comprehensive and accurate.

#### **GENERAL GUIDELINES**

Media (as well as relatives, general public and other outsiders) will form their impressions of the incident and the Company as much on the way their inquiries are handled as on the facts they are told. It is therefore very much BINDI BINDI INVESTMENTS’s interest to appear helpful and responsive.

#### **Key principles:**

- Remember that human life and welfare comes above all else.
- Provide as much information as you can, following the points listed in the Media Response Procedures above. If you are unable to give a satisfactory reply, offer to call back when you have more information. Make sure all promises to call back are kept.

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

---

- Avoid passing the call to another person unless you are sure the caller will get a satisfactory response from that individual.
- Be polite, helpful and as cooperative as possible.
- Never lose your temper.
- Avoid speculation.
- Avoid long-winded replies. Remember that the electronic media want 10-30 second grabs and the rest is edited out. Be crisp and concise.
- Update the message as time progresses.
- Provide facts and figures where applicable.
- Determine what deadlines the media have and try to accommodate them.
- Make no firm or legally binding commitments in respect to compensation.
- Consider an avoidance strategy for questions you are unwilling or incapable of answering.
- Although you will need to demonstrate sensitivity and compassion, you must consciously work at appearing “in control”.
- Avoid using technical jargon.

## PROFORMA MEDIA HOLDING STATEMENT

*Use the format below, or an appropriate derivation of it, to prepare the initial Media Holding Statement. It is important that in the early stages of a major emergency or crisis that a minimal amount of detail is released, pending the confirmation of hard facts.*

### (BINDI BINDI INVESTMENTS LETTERHEAD)

## Media Release

Release time:

Date:

Number:

### HEADLINE (NON EMOTIVE)

PERTH

.../.../20...

Bindi Bindi Investments regret to advise that an (insert description of event - e.g. fire, explosion, etc) occurred at its (*facility/office as appropriate*) at approximately (*insert time*) today.

The company's Emergency Response Plan has been activated and its Emergency Response Teams have been mobilised. The company is currently directing all its efforts to ensuring the safety of personnel (*or protection of the environment, etc etc*) in the area. Few details relating to the extent of the incident are yet available however further information will be made available as it comes to hand.

For further information contact:

Name of company contact:

Telephone:

Facsimile:

Mobile:

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

---

**APPENDIX H**

BINDOON EXTREME PARK  
 CRISIS & EMERGENCY MANAGEMENT MANUAL

**APPENDIX H INFORMATION BOARD LAYOUTS**

It is recommended that these board layouts should be drawn up on whiteboards in permanent text, which can be removed after the incident response. They can be completed with whiteboard pens.

Each board should be completed succinctly in bullet point format with details being changed as further information comes to hand.

**LOGISTICS (CMT) – EMERGENCY SERVICES**

TYPE	STATUS/ACTIVITY
FIRE/RESCUE	
HELICOPTER	
POLICE	
AMBULANCE	
OTHER	

**LOGISTICS (CMT) - TRANSPORT**

MODE	PURPOSE	ETA	POB	COMMENTS

# Attachment 4 - Crisis & Emergency Management Plan

BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL

## EVENTS/ACTION LOG

TIME	EVENT/ACTION

## CASUALTIES

NAME	COMPANY	INJURY	STATUS/LOCATION

## GENERAL

INCIDENT DETAILS	NEED TO KNOW	RESOURCES
LOCATION: DATE: TIME: INCIDENT DETAILS: WEATHER: CATEGORY: CASUALTIES:	e.g. Hospital resources?	
3 <sup>RD</sup> PARTY NOTIFICATION		
COMPANY	ADVICE/LIAISON STATUS	

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

---

**FOCUS BOARD** (For Team Leader to remind team of immediate priorities)

<b>IMMEDIATE PRIORITIES</b>
1.
2.
3.

Attachment 5 - Risk Management Plan

# **RISK MANAGEMENT PLAN**

**Prepared For**

**Bindoon Dirt Drags**

**on**

**19<sup>th</sup> April 2014**

**Managed By Bindi Bindi Investments  
Pty Ltd**

<b>DOCUMENT CONTROL</b>		
Version Control	Risk Action Plan 2005 version 1.00 doc	Created on 21/3/05
Prepared By	Benjamin Ortin	Director
Approved By	Pat Donnelly	Co-Director
Approved By	?	Chittering Shire Council

**BINDI BINDI INVESTMENTS PTY LTD**

**RISK MANAGEMENT FOR BINDOON DIRT DRAGS**

**1.0 INTRODUCTION**

The Risk Management Plan has been developed to assist Bindi Bindi Investments in its management of the Annual Dirt Drags. As a major event there are a range of risks that have implications for the Company, Emergency Services and the general public. The Company have responsibilities with all these stakeholders hence the need for this Risk Management Plan.

**2.0 BACKGROUND**

The Company has been successfully hosting Bindoon Dirt Drags for nine years with this year being its tenth.

The Bindoon Dirt Drags annual event is held at the Bindoon Extreme Park, Lot 318 Cook Road, Mooliabeenie.

Attendance at the Dirt Drags depending on weather conditions is between 3,000 and 5,000 people. With part proceeds being donated to nominated charities.

**3.0 RISK MANAGEMENT PLAN**

**3.1 Plan Process**

The plan has been developed by Bindi Bindi Investments.

The risks are identified and treated in accordance with AS/NZS 4360:2000, using the “qualitative analysis” method.

This plan is to be considered as a living document and will be revised and expanded in keeping with the knowledge and key learning’s captured each year at the conclusion of the tenth Annual Dirt Drags.

This Plan documents the process whereby the risks are:

**RISK DEFINITION AND CLASSIFICATION**  
The following information is based upon AS/NZS 4360:2004

Qualitative measures of consequence or impact		
Level	Description	Example
1	Insignificant	No injuries, low financial loss, insignificant impact on the performance of the network
2	Minor	First aid treatment, on-site release immediately contained, medium financial loss. May experience a general lessening of the level of service in the immediate vicinity of the site but generally operate within acceptable levels of service on the network
3	Moderate	Medical treatment required, on-site release contained with outside assistance, high financial loss. Some loss of service resources
4	Major	Extensive injuries/major financial loss. On site release contained on site with external resources
5	Catastrophic	Death/huge financial loss. Toxic release with detrimental effects

Qualitative measures of Likelihood		
Level	Description	Example
A	Almost certain	The event is expected to occur in most circumstances
B	Likely	The event will probably occur in most circumstances.
C	Moderate	The event should occur at some time
D	Unlikely	The event could occur at some time
E	Rare	The event may occur only in exceptional circumstances.

Qualitative risk analysis matrix – risk rating					
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
A – Almost Certain	H	H	E	E	E
B - Likely	M.	H	E	E	E
C - Moderate	L	M	H	E	E
D - Unlikely	L	M	H	E	E
E - Rare	L	L	M	H	H

E = Extreme risk; immediate action required

H = High risk; Unacceptable risk, detailed research required, elimination preferred

S = Significant risk; High priority, rigid management systems

M = Moderate risk; Medium priority, management responsibility must be specified.

L = Low risk; manage by routine procedure

## Attachment 5 - Risk Management Plan

NO	DESCRIPTION OF RISK	LIKELIHOOD	CONSEQUENCE	RATING	RISK RESPONSE / TREATMENT
<b>1</b>	<b>CROWD CONTROL &amp; SECURITY</b>				
1A	Insufficient number of personnel to manage crowds	D	2		<ul style="list-style-type: none"> <li>100 personnel are responsible for Crowd Control and Security over the event period.</li> <li>Organisers track ticket-sales</li> </ul>
1B	Patrons may go to unsecure areas	D	2		<ul style="list-style-type: none"> <li>Areas that are not designated for the event are fenced and appropriately signed. These areas are also patrolled by Security</li> </ul>
1C	Patrons may find difficulty in getting back to camping area post event	D	2		<ul style="list-style-type: none"> <li>Lighting towers positioned on-site to assist with crowd flow</li> <li>Crowd Control manage the ingress/egress to camping area</li> </ul>
1D	Crowd may become unruly	C	2		<ul style="list-style-type: none"> <li>Crowd Control and Security Management Plans address the response</li> <li>Organisers have Emergency Response Team and Crisis Management Team to be deployed if required</li> <li>Generators are on standby for such incident</li> </ul>
1E	Power failure occurs in the evening	D	3		<ul style="list-style-type: none"> <li>Security survey the area prior to the event</li> <li>Visual inspection of bags at point of entry.</li> <li>Remove any unattended bags for inspection by authorities.</li> <li>Emergency Evacuation Plan implemented by organisers</li> </ul>
1F	Bomb Threat	D	3		
<b>2</b>	<b>FIRE CONTROL</b>				
2A	Fire on-site	D	4		<ul style="list-style-type: none"> <li>Site is protected by a 6 mtr firebreak</li> <li>Authorised Fire Personnel supply vehicles with full fire equipment and communication systems</li> <li>No LPG private gas cylinders or BBQ's are allowed to be used on the site. If found they are removed and stored in the main compound or the Fire Depot compound.</li> <li>The water supply pump located at the bottom dam will have a top loading hose for FESA Fire Tenders to refill from.</li> <li>60 – 80 Portable Fire Extinguishers on-site</li> <li>Fire vehicles travel around the site throughout the event</li> <li>FMP covers specific control mechanisms and designed and implemented by experienced Fire Personnel</li> <li>Emergency Evacuation Plan implemented by organisers</li> </ul>

<u>NO</u>	<u>DESCRIPTION OF RISK</u>	<u>LIKELIHOOD</u>	<u>CONSEQUENCE</u>	<u>RATING</u>	<u>RISK RESPONSE / TREATMENT</u>
2B	Fire within Pine area behind spectator area	D	4		<ul style="list-style-type: none"> <li>Pre-event the area is cleared of all pines by use of Bobcats and rakes.</li> <li>FMP covers specific control mechanisms</li> </ul>
2C	Fire within the Diesel Compound	D	3		<ul style="list-style-type: none"> <li>Tanks to be emptied pre event</li> <li>Diesel Compound is locked and appropriately signed and patrolled by Security</li> </ul>
2D	Fire within specific event area	D	4		<ul style="list-style-type: none"> <li>Regulations re maximum LPG are adhered to</li> <li>Portable fire equipment is located across event sites</li> </ul>
3A	<b>ROCK BAND AREA</b> Unruly crowd	C	3		<ul style="list-style-type: none"> <li>Crowd Control and Security positioned</li> <li>PA announcements</li> </ul>
3B	Fire	D	3		<ul style="list-style-type: none"> <li>Stage area is covered by 2 x Fire Personnel near the stage area and the electrical stage equipment.</li> </ul>
3C	Pyrotechnic mishap	D	3		<ul style="list-style-type: none"> <li>Standard Operating Procedures to be followed and all approvals secured</li> <li>Area checked for combustibles prior to firing</li> <li>Firing point chosen to maximise separation distances.</li> <li>Wind strength, safety distances etc are all in accordance with Aust Standard AS 2187.4 -1998.</li> <li>Contractor compliant to the Explosives &amp; Dangerous Goods Act of 1961 and the Regulations of 1963</li> <li>Fallout zone is per the site map</li> <li>Stage area is covered by 2 x Fire Personnel near the stage area and the electrical stage equipment.</li> </ul>
3D	Asset Damage	D	2		<ul style="list-style-type: none"> <li>Security guards are appointed to look after the venue and equipment prior to and after the event</li> </ul>
3E	Power failure	D	3		<ul style="list-style-type: none"> <li>All power and lighting is installed by licensed technicians.</li> <li>Generators on stand-by (main and back-up)</li> </ul>
3F	Structural collapse	D	4		<ul style="list-style-type: none"> <li>Contractor has structural engineering certificate and public liability insurance</li> <li>Medical Station located near to the stage.</li> </ul>
3G	Excessive Noise	D	1		<ul style="list-style-type: none"> <li>Council advised of noise prior to event</li> </ul>
3H	Cabbling	D	2		<ul style="list-style-type: none"> <li>Contractors equipment is tested and tagged and cabling is in a safe position and covered</li> </ul>
3I	Electrocution and equipment failure	D	3		<ul style="list-style-type: none"> <li>Lighting contractor has electrical engineer's certificate</li> <li>Contractor tests equipment well prior to event</li> </ul>

NO	DESCRIPTION OF RISK	LIKELIHOOD	CONSEQUENCE	RATING	RISK RESPONSE / TREATMENT
4	<b>DRAG RACES AND MOTORCROSS</b>				
4A	Track Safety	C	3		<ul style="list-style-type: none"> <li>Cyclone fencing surround areas</li> <li>10 metre gap between fence and track and managed by Security</li> <li>Tracks covered with clay and compound pre-event</li> <li>Ambulance located at area and Medical Management control mechanisms deployed</li> </ul>
4B	Medical incident	C	3		
4C	Pyrotechnic mishap	D	3		<ul style="list-style-type: none"> <li>Standard Operating Procedures to be followed and all approvals secured</li> <li>Area checked for combustibles prior to firing</li> <li>Firing point chosen to maximise separation distances.</li> <li>Wind strength, safety distances etc are all in accordance with Aust Standard AS 2187.4 -1998.</li> <li>Contractor compliant to the Explosives &amp; Dangerous Goods Act of 1961 and the Regulations of 1963</li> <li>Fallout zone is per the site map</li> <li>Stage area is covered by 2 x Fire Personnel near the stage area and the electrical stage equipment.</li> </ul>
5	<b>COMMUNICATIONS</b>				
5A	Communications Flow	E	3		<ul style="list-style-type: none"> <li>100 Staff on two-ways</li> <li>4 channels dedicated to event</li> <li>Command Centre</li> <li>Communication flow included in EMP and CMP</li> </ul>
5B	Communications Failure	C	3		<ul style="list-style-type: none"> <li>All systems tested</li> <li>Satellite Phone operated by Event Organiser</li> <li>Crisis Communications Plan implemented</li> </ul>
6	<b>ALCOHOL &amp; DRUGS</b>				
6A	Sale of alcohol on-site	D	2		<ul style="list-style-type: none"> <li>No alcohol is sold on-site - the event is promoted as an alcohol free event</li> </ul>
6B	Inebriated people head for the dam	D	3		<ul style="list-style-type: none"> <li>Dam area is fenced off with signage stating it's a no go area.</li> </ul>
6C	Syringes	D	2		<ul style="list-style-type: none"> <li>Medical Centres house safe boxes</li> </ul>

NO	DESCRIPTION OF RISK	LIKELIHOOD	CONSEQUENCE	RATING	RISK RESPONSE / TREATMENT
	<b>7 TOILETS</b>				
7A	Insufficient toilets	E	3		<ul style="list-style-type: none"> <li>60/70 toilets hired from Coates / Prestige Portables Hire.</li> <li>Permanent abolition block on-site</li> <li>Toilets are well signed..</li> </ul>
7B	Overflow of toilets	D	2		<ul style="list-style-type: none"> <li>Toilets pumped out on early Sunday by contractors</li> <li>Contractor available to come over-event for additional pumping</li> <li>Organisers keep people away from the effected area and install temporary signage</li> </ul>
	<b>8 WASTE</b>				
8A	Waste Removal	E	3		<ul style="list-style-type: none"> <li>Waste Management Plan implemented</li> </ul>
8B	Waste Safety	D	2		<ul style="list-style-type: none"> <li>Patrons given tidy bags on entry to site</li> <li>MC and general announcements request patrons collect own rubbish and deposit in bins provided.</li> </ul>
	<b>9 TRAFFIC MANAGEMENT</b>				
9A	Traffic flows (speed and volumes) along the road creating hazardous work sites and unsafe access to site.	C	3/5	MODERATE	<ul style="list-style-type: none"> <li>TMP to outline control mechanism that will be used to provide adequate separation of traffic from site and safe protection of workers</li> <li>Introduce speed restriction zones where appropriate to reduce risk</li> </ul>
9B	A vehicle may misread the correct alignment and collide with work personnel within the site	C	3	MODERATE	<ul style="list-style-type: none"> <li>Appropriately designed and implemented traffic control plans</li> </ul>
9C	A vehicle may misread the correct alignment and collide with work personnel within the site due to an incorrectly designed traffic control layout	D	3	MODERATE	<ul style="list-style-type: none"> <li>Appropriately qualified and experienced personnel have designed Traffic Management Plans.</li> </ul>

## Attachment 5 - Risk Management Plan

<u>NO</u>	<u>DESCRIPTION OF RISK</u>	<u>LIKELIHOOD</u>	<u>CONSEQUENCE</u>	<u>RATING</u>	<u>RISK RESPONSE / TREATMENT</u>
8D	A vehicle may misread the correct alignment and collide with work personnel within the site due to an incorrectly implemented traffic control layout	C	3	MODERATE	<ul style="list-style-type: none"> <li>Traffic Control is to be installed and maintained by appropriately qualified and experienced personnel</li> </ul>
9D	Unacceptable delays and congestion may result from the works	D	4	MODERATE	<ul style="list-style-type: none"> <li>Appropriately qualified and experienced personnel have designed traffic Management Plans so as to minimise delays and congestion</li> <li>Site Map highlights 6 Emergency Access areas</li> </ul>
9E	Emergency Vehicles to access site	D	2		
9F	Road Closures	E	3		<ul style="list-style-type: none"> <li>Road closures are booked through Police and Chittering Shire Council six weeks prior to the event.</li> </ul>
<b>10</b>	<b>MEDICAL</b>				
10A	Incident requiring immediate on-site attention	C	2		<ul style="list-style-type: none"> <li>Full medical team on-site</li> <li>Three fully services Ambulances on site</li> <li>Medical procedures implemented</li> </ul>
10B	Incident requiring external attention	D	3		<ul style="list-style-type: none"> <li>Full medical team on-site</li> <li>Three fully services Ambulances on site</li> <li>Utilisation of St John Ambulance Helicopter</li> <li>Medical Management procedures implemented</li> </ul>
<b>11</b>	<b>FOOD VENDORS</b>				
11A	Food Contamination	D	4	Management	<ul style="list-style-type: none"> <li>Ensure food vendors provide clean and healthy facilities.</li> <li>Food vendors to obtain licence from Council health inspectors prior to the event.</li> <li>Any persons affected by food contamination to be referred to 1<sup>st</sup> Aid Posts or Ambulance posts</li> </ul>
<b>12</b>	<b>WEATHER</b>				
12A	Inclement weather	D	4		<ul style="list-style-type: none"> <li>Advance weather forecasts to be monitored.</li> </ul>

## **BINDOON EXTREME PARK**

### **EVACUATION PLAN**

In the event of an emergency evacuation the following procedures will be followed:

1. 000 will be notified via satellite phone and advised of the details of the emergency so the appropriate service will attend the site (by CMT Leader).
2. CMT Leader will call all CMT members to the lunch room for a de-brief of the emergency where positions and tasks will be allocated. Remaining security and staff will assemble at the muster point to assist and gather the public in an orderly fashion. All personnel will be pre-briefed prior to the event and supplied site maps.
3. Security will alert the Commentator who in-turn will advise the public to move to the muster point marked on the site plan.
4. The situation will then be re-evaluated to determine the necessary course of action regarding moving the public and their vehicles off the property if required.
5. Six emergency exits are positioned on all sides of the premises (as marked on the site plan) to allow for the departure of the public in the safest manner possible.
6. Site Security and Staff must stay in contact with each other at all times.
7. See CMT members names and contacts attached.



FORM NT Item 9.1.4

Attachment 1

FORM APPROVED  
NO. B4705

WESTERN AUSTRALIA  
TRANSFER OF LAND ACT 1893 AS AMENDED

### NOTIFICATION UNDER SECTION 70A

DESCRIPTION OF LAND (Note 1)	EXTENT	VOLUME	FOLIO
LOT 900 ON DEPOSITED PLAN 400565	WHOLE		
LOT 901 ON DEPOSITED PLAN 400565	WHOLE		

REGISTERED PROPRIETOR (Note 2)

YVONNE LEE MARCHESI of 128 Powderbark Road, Lower Chittering

LOCAL GOVERNMENT / PUBLIC AUTHORITY (Note 3)

SHIRE OF CHITTERING

FACTOR AFFECTING USE OR ENJOYMENT OF LAND (Note 4)

A RETICULATED SEWERAGE SERVICE IS NOT AVAILABLE TO THE LOT/S

Dated this \_\_\_\_\_ day of \_\_\_\_\_ Year

LOCAL GOVERNMENT / PUBLIC AUTHORITY ATTESTATION (Note 5)

REGISTERED PROPRIETOR/S SIGN HERE (Note 6)

The Common Seal of the Shire of Chittering was hereunto affixed by Resolution of the Council in the presence of:

\_\_\_\_\_  
Shire President

\_\_\_\_\_  
Chief Executive Officer

Signed by:  
**Yvonne Lee Marchesi**

in the presence of:  
Witness sign:  
Witness Full Name:

Address:

Occupation:

Item 9.1.4

INSTRUCTIONS

1. If insufficient space in any section, Additional Sheet, Form B1, should be used with appropriate headings. The boxed sections should only contain the words "see page ..."
2. Additional Sheets shall be numbered consecutively and bound to this document by staples along the left margin prior to execution by the parties.
3. No alteration should be made by erasure. The words rejected should be scored through and those substituted typed or written above them, the alteration being initialled by the persons signing this document and their witnesses.

NOTES

1. **DESCRIPTION OF LAND**  
Lot and Diagram/Plan/Strata/Survey-Strata Plan number or Location name and number to be stated.  
Extent - Whole, part or balance of the land comprised in the Certificate of Title to be stated.  
The Volume and Folio number, to be stated.
2. **REGISTERED PROPRIETOR**  
State full name and address of the Registered Proprietors as shown on the Certificate of Title and the address / addresses to which future Notices can be sent.
3. **LOCAL GOVERNMENT / PUBLIC AUTHORITY**  
State the name of the Local Government or the Public Authority preparing and lodging this notification.
4. **FACTOR AFFECTING THE USE AND ENJOYMENT OF LAND**  
Describe the factor affecting the use or enjoyment of land.
5. **ATTESTATION OF LOCAL GOVERNMENT / PUBLIC AUTHORITY**  
To be attested in the manner prescribed by the Local Government Act or as prescribed by the Act constituting the Public Authority.
6. **REGISTERED PROPRIETOR'S EXECUTION**  
A separate attestation is required for every person signing this document. Each signature should be separately witnessed by an Adult Person. The address and occupation of the witness must be stated.

Attachment 1  
OFFICE USE ONLY

NOTIFICATION

Lodged By

Address

Phone No.

Fax No

E-Mail

Reference No.

Issuing Box No.

Prepared By

Address

Phone No.

Fax No.

E-Mail

Reference No.

Issuing Box No.

INSTRUCT IF ANY DOCUMENTS ARE TO ISSUE TO OTHER THAN LODGING PARTY.

TITLES, LEASES, DECLARATIONS ETC. LODGED HEREWITH

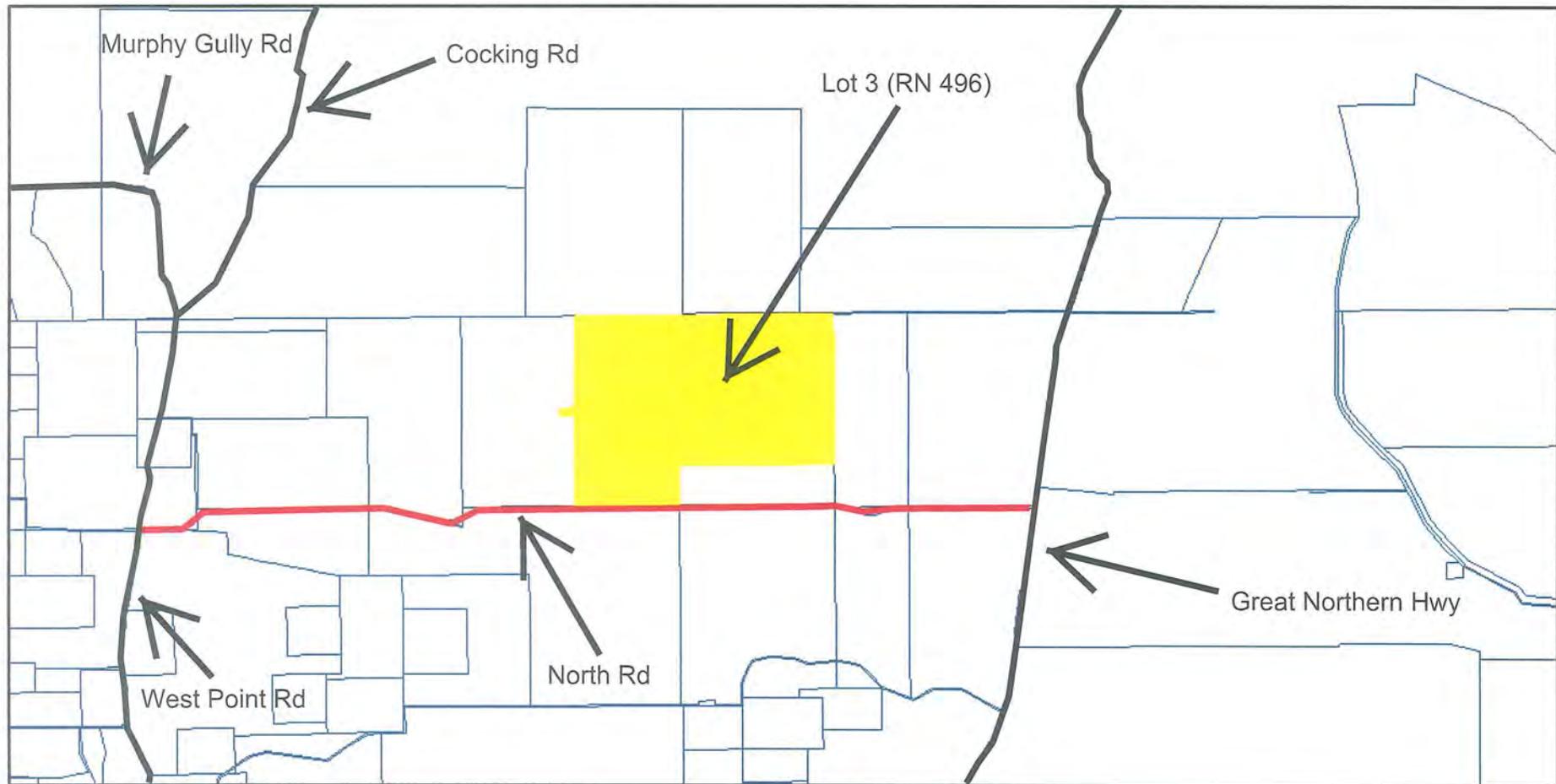
1.	_____	Received Items
2.	_____	
3.	_____	Nos.
4.	_____	
5.	_____	
6.	_____	Receiving Clerk

Registered pursuant to the provisions of the TRANSFER OF LAND ACT 1893 as amended on the day and time shown above and particulars entered in the Register.

EXAMINED



Attachment 1 - Locality Plan  
Lot 3 (RN 496) North Road, Wannamal



The subject property is highlighted yellow. North Road is highlighted red.



Issue	Date	Revision Description	Company	Draft	Check	Engineer	Approved
01	27.11.13	PRELIMINARY ISSUE					

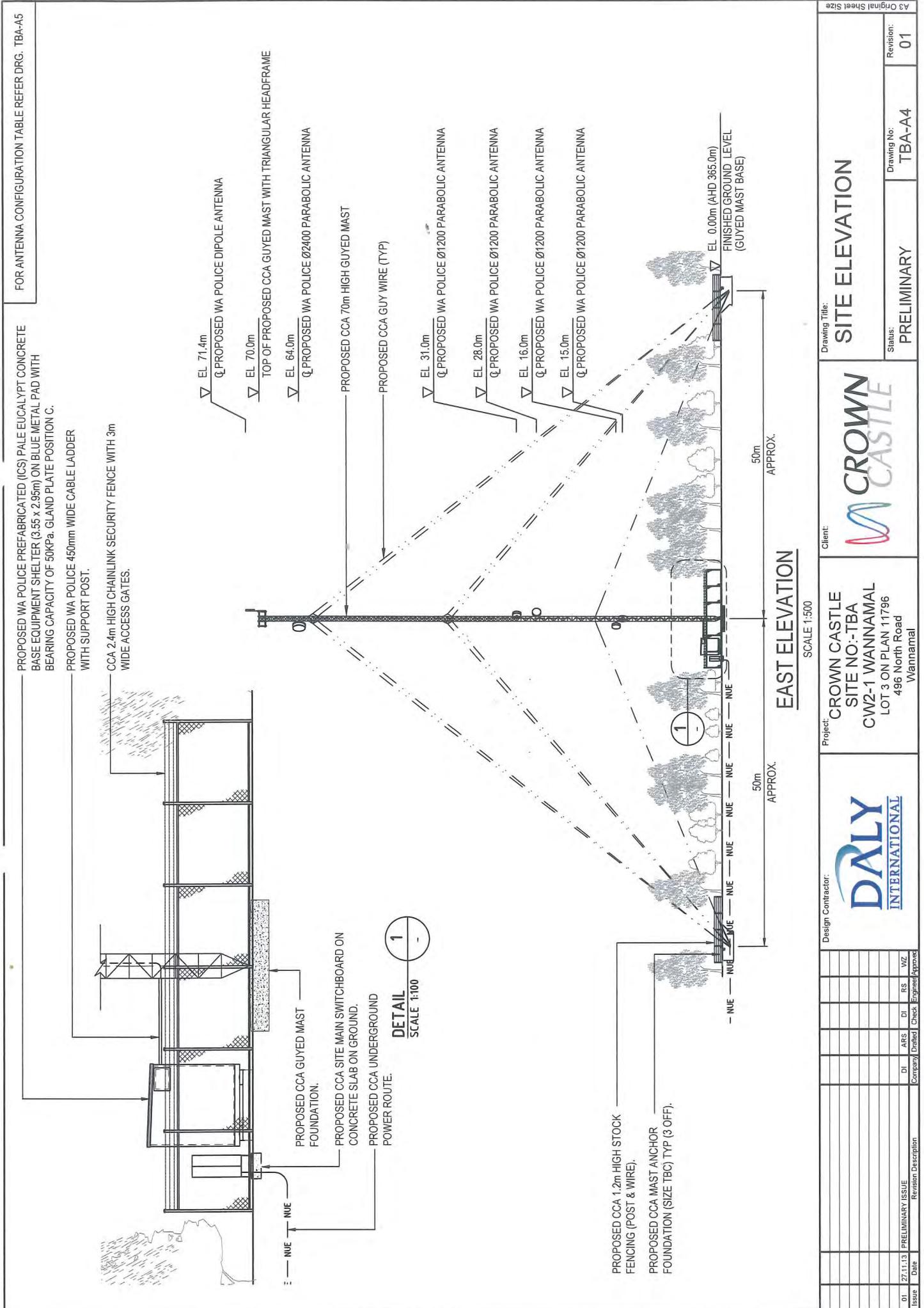
Design Contractor: 		Client: 	
Project: CROWN CASTLE SITE NO.-TBA CW2-1 WANNAMAL LOT 3 ON PLAN 11796 496 North Road Wannamal		Drawing Title: <b>OVERALL SITE PLAN</b>	
Status: PRELIMINARY		Drawing No: TBA-A2	
Revision:		01	

A3 Original Sheet Size



Lot 3 (RN 496) North Road, Wannamal





Client: **CROWN CASTLE**

Project: **CROWN CASTLE SITE NO.-TBA CW2-1 WANNAMAL LOT 3 ON PLAN 11796**  
496 North Road Wannamall

Design Contractor: **DALY INTERNATIONAL**

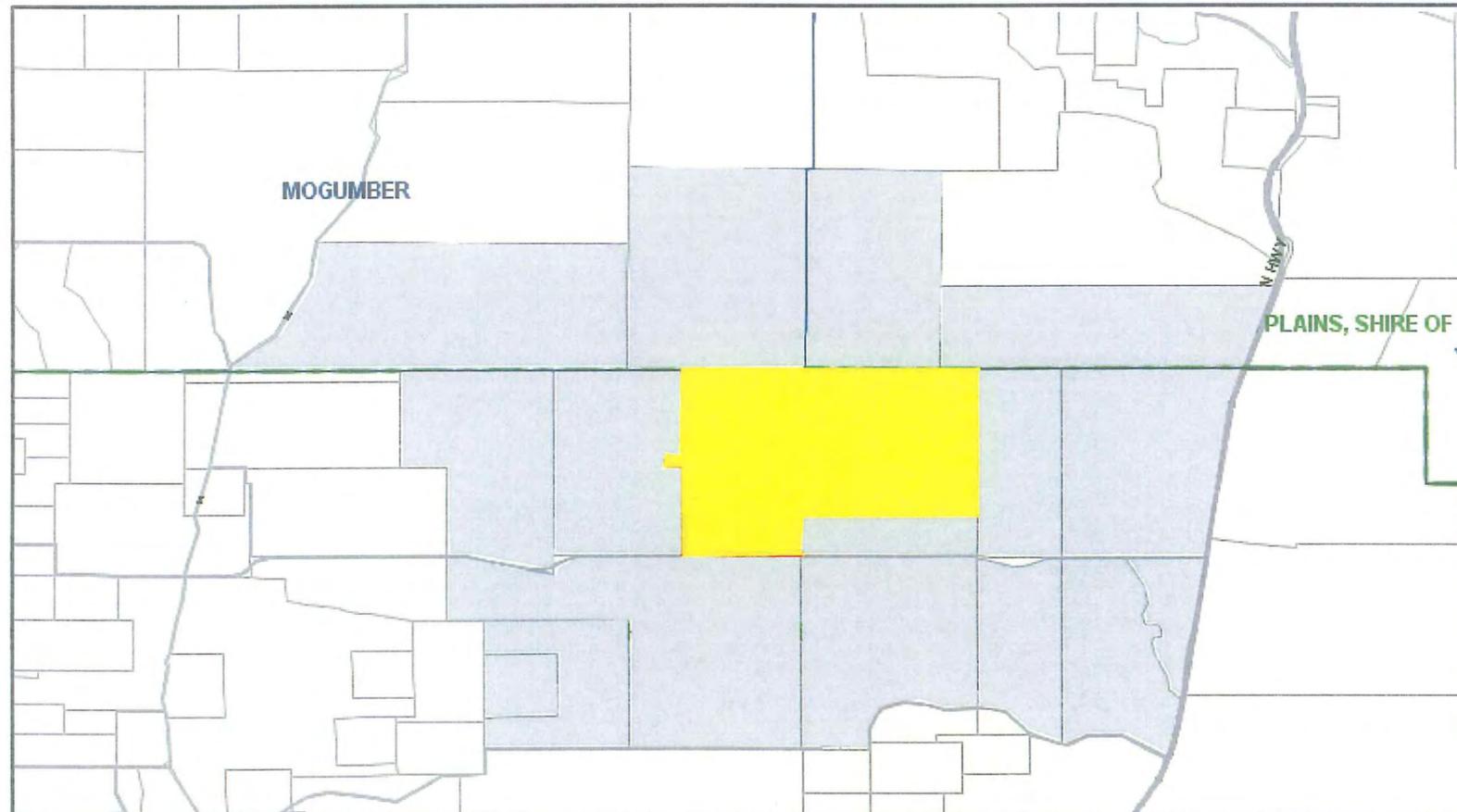
Drawing Title: **SITE ELEVATION**

Status: **PRELIMINARY**

Drawing No: **TBA-A4**

Revision: **01**

Attachment 6 - Consultation Plan  
Proposed Telecommunications Tower  
Lot 3 (RN496) North Road, Wannamal

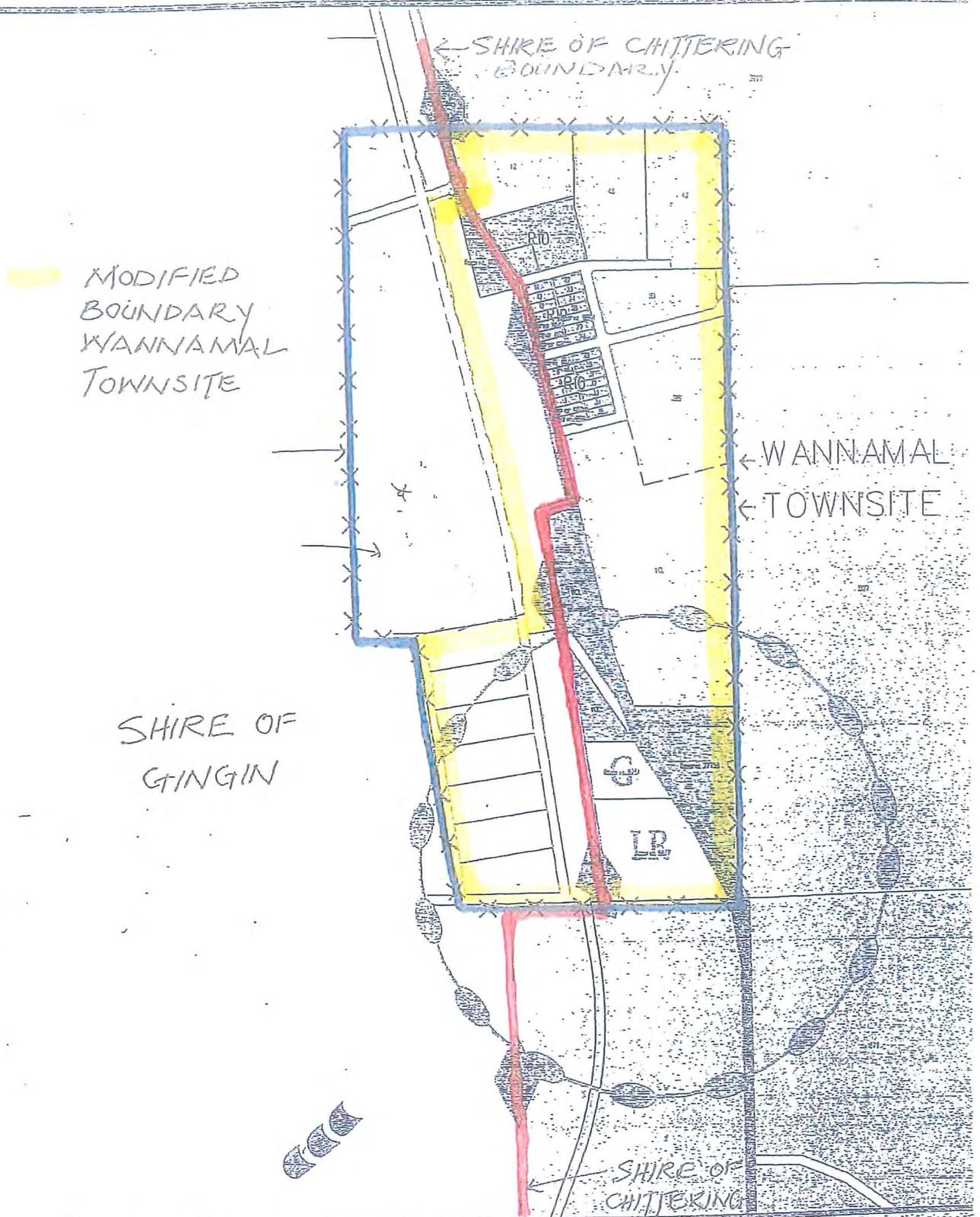


The subject property is highlighted yellow. The surrounding properties highlighted grey were referred the application.

**Attachment 7 –Schedule of Submissions  
Proposed Telecommunications Infrastructure  
Lot 3 (RN 496) North Road, Wannamal**

	Submission Comments	Applicant Response Comments	Officer Response Comments
Public Submission - A	<p>1. We note the advertisement in the Advocate regarding the proposed tower on North Road, Wannamal. We note also that it is for emergency services communications.</p> <p>2. Would there be, within this proposal, any plans to include a Telstra mobile phone repeater service. Mobile reception throughout the Wannamal area is very limited especially on the Bindoon Moora Road?</p> <p>3. Both Police and Bushfire personnel use mobile phones as well as radio for contact during an emergency and it would seem the opportunity to have a Telstra service included on this tower a worthwhile inclusion.</p>	<p>1. Noted</p> <p>2. The current proposal does not include Telstra antennas or dishes. Once the facility is built, there is the possibility for Telstra to ‘co-locate’ on the mast. The facility will be included on the National Site Archive for telecommunications infrastructure (RFNSA). Carriers will assess new sites on the RFNSA for their viability to co-locate. Co-location is considered as ‘low-impact’ and does not require planning approval.</p> <p>3. Telstra will need its own antennas. Refer to response above.</p>	<p>1. Noted.</p> <p>2. The applicant has advised that in the future there would be the opportunity for communication agencies, such as Telstra and Optus, to utilise the tower to provide better mobile phone coverage. Given the demand outlined in the submissions received relating to this Application, recommendation will be made to forward Council’s resolution to the relevant communication agencies to outline this demand. However, it would be up to the communication agencies to determine whether they want to provide coverage in the area through attaching their own antenna to the tower.</p> <p>3. Noted. See A2.</p>
Public Submission – B	<p>1. On behalf of our Company [REDACTED], we wish to advise that we have no opposition to the proposed development.</p>	<p>1. Noted.</p>	<p>1. Noted.</p>
Public Submission - C	<p>1. I have no objections to such a structure being erected, but I would urge council to approach all parties concerned and lobby to have Telstra seek permission to install a mobile telephone repeater on the tower if one is not already planned.</p> <p>2. The reason I suggest this -Mobile coverage is extremely limited in this area and I feel a repeater is warranted as it would be of benefit to emergency services, locals, and the travelling public on Great Northern Hwy and Bindoon Moora Rd</p>	<p>1. No Telstra antennas are part of this proposal. The facility is for WA Police antennas only. As mentioned above, Telstra will be aware of the new facility because the mast will be included on the RFNSA. Other parties (Council/ residents) can also contact Telstra directly once the facility is constructed.</p> <p>2. Noted.</p>	<p>1. Noted. See A2.</p> <p>2. Noted.</p>

ANNEXURE A



	<b>Local Reserves</b>		<b>7</b>	<b>Special Control Areas</b>		<b>Other</b>	
	<b>Parks and Recreation</b>		<b>Public Purposes</b>				<b>R10</b>
	<b>Water Supply</b>		<b>C - Cemetery</b>				<b>T-Code</b>
	<b>Conservation</b>		<b>CC - Civic &amp; Cultural</b>			<b>Neat</b>	
			<b>FES - Fire Fighting Station</b>				
			<b>G - Gravel</b>				
			<b>LR - Land Refuse</b>				
			<b>WS - Water Supply</b>				



Government of **Western Australia**  
Department of **Local Government**

Our Ref: CH4-2#02 E1305658

Mr Gary Tuffin  
Chief Executive Officer  
Shire of Chittering  
PO Box 70  
BINDOON WA 6502

SHIRE OF CHITTERING  
RECEIVED

14 MAR 2013

Officer... CEO  
File... 1310110001  
Ref... I1337703

Dear Mr Tuffin

### SHIRES OF CHITTERING AND GINGIN – DISTRICT BOUNDARY AMENDMENT

The Local Government Advisory Board (the Board) received a district boundary amendment proposal from the Shire of Chittering in January 2010 requesting its district boundary with the Shire of Gingin involving the town site of Wannamal. .

At its 17 March 2010 ordinary council meeting, the Shire of Chittering made the following resolution:

1. *That Council approve the change of boundary of the Wannamal Townsite be amended by moving the boundary to the west of the current boundary (which is currently the railway line that runs through the townsite), to ensure that the recreation centre and other municipal facilities and that the eight (8) residential blocks are included in the Shire of Chittering boundary.*
2. *That the Shire of Chittering write to the Department of Local Government advising of council resolution in regard to the boundary review of the Wannamal Townsite.*
3. *That Council write to the Shire of Gingin requesting that they formally resolve to amend their boundary In accordance with the Shire of Chittering's adjustment, and accordingly submit their resolution to the Department of Local Government*

This resolution was forwarded to the Shire of Gingin for consideration.

Initially in 2004 the Shire of Gingin approached the Shire of Chittering with respect to a proposal to realign the boundary through the town site of Wannamal and to transfer Lots 36 to 43 (inclusive) and Reserve 39050 from the Shire of Gingin to the Shire of Chittering.

In 2010 when the Shire of Chittering confirmed its support for the proposed boundary realignment, the Shire of Gingin wrote to all affected residents within its boundary, providing them with the opportunity to comment on the proposal. No comments were received from the landowners and residents concerned. It is understood that the residents to the west of the town site already use the Shire of Chittering facilities and amenities.

At its 17 May 2011 ordinary council meeting the Shire of Gingin gave further consideration to this matter and resolved the following:

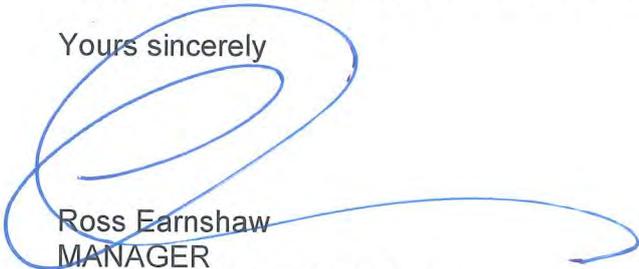
- 1. Approve the Boundary Review of the Wannamal Townsite, by acceding to move the boundary to the west of the current boundary, incorporating Lots 36-43 (inclusive) and Reserve 39050 into the Shire of Chittering;*
- 2. Write to the Department of Local Government advising of Council's resolution in regard to the Boundary Review of the Wannamal Townsite; and*
- 3. Accede to the Boundary Review and confirm that this resolution will be forwarded to the Department of Local Government accordingly.*

However, at its 18 July 2012 ordinary council meeting the Shire of Chittering's Council resolved to change the original proposal to incorporate the seven (7) residential blocks into the Shire, with no reference to the recreation centre and municipal facilities as stated in the original resolution. The resolution also stated that there are seven (7) blocks (Lots 36-40, 42 and 43) included as part of the boundary amendment. The original proposal indicated that there are eight (8) residential blocks (Lots 36-43).

The Shire of Gingin has not confirmed its support for the amended proposal and I am reluctant at this stage to progress the matter with the Board until such time as I am satisfied that both Chittering and Gingin understand and agree on the detail of the boundary amendment proposal.

I look forward to receiving your advice in due course.

Yours sincerely



Ross Earnshaw  
MANAGER  
REFORM IMPLEMENTATION

12 March 2013

Cc Mr Jeremy Edwards  
CEO, Shire of Gingin



7 Brockman Street, Gingin, Western Australia 6503  
Telephone (08) 9575 2211 Facsimile (08) 9575 2121  
Email: mail@gingin.wa.gov.au  
Web: www.gingin.wa.gov.au

SHIRE OF CHITTERING  
RECEIVED

13 SEP 2013

11 September 2013

Mr Gary Tuffin  
Chief Executive Officer  
Shire of Chittering  
PO Box 70  
BINDOON WA 6502

Officer: CEO  
File: 1310110001  
1134254

Dear Mr Tuffin

**WANNAMAL TOWNSITE BOUNDARY REVIEW**

I wish to advise that Council, at its Meeting of 21 May 2013, considered the above matter and resolved as follows:

*Moved Councillor Aspinall that Council:*

1. *Advise the Shire of Chittering and the Department of Local Government that it does NOT AGREE with the changed Resolution of 18 July 2012, endorsing the modified boundary of the Wannamal Townsite as per Appendix 1, incorporating seven (7) residential blocks (Lots 36, 37, 38, 39, 40, 42 and 43) to be included within the Shire of Chittering district boundary, excluding Reserve 39050; and*
2. *Request the Shire of Chittering to reconsider its Resolution of 18 July 2012 to change the original proposal to incorporate the seven (7) residential properties (Lots 36, 37, 38, 39, 40, 42 and 43), excluding the Reserve 39050 and to revert back to its original Resolution of 17 March 2010, in which the Reserve 39050 is included in the boundary realignment.*

Following further discussion with your President - Mr Alex Douglas, and yourself, you advised that the Shire of Chittering were of the view that Reserve 39050, which is within the Wannamal Townsite boundary, should not be included in the boundary re-alignment because it is surrounded by other reserves. You also requested that the Shire of Gingin review its decision on that basis and exclude it from the Wannamal Townsite boundary re-alignment.

Council has reviewed the Wannamal Townsite boundary re-alignment on that basis and confirm that all properties surrounding Reserve 39050 are private holdings. Reserve 39050 is a small reserve owned by the State Government as National Parks and Nature Conservation (see attached map).

Council reconsidered this matter at its Meeting of 20 August 2013, and resolved as follows:

*Moved Councillor James that Council advise the Shire of Chittering that it is not prepared to reconsider its position in relation to this matter.*

Therefore, as per the Resolution of the 21 May 2013, Council is supportive of the Wannamal Townsite boundary re-alignment which incorporates the original seven (7) residential properties (Lots 36, 37, 38, 39, 40, 42 and 43) and including Reserve 39050 within the Wannamal Townsite.

It would be appreciated if you could present this matter to your Council and advise me of the outcome.

Yours sincerely



**JEREMY EDWARDS**  
**CHIEF EXECUTIVE OFFICER**

*JE:ko*  
*File: GOV/18*  
*enc*



6 March 2014

Mr Gary Tuffin  
Chief Executive Officer  
Shire of Chittering  
PO Box 70  
BINDOON WA 6502

Dear Gary

Firstly, we would like to express our thanks to the Council for allowing the survey to be conducted in the Maryville and Muchea areas. It is very much appreciated.

Obviously there is always going to be people in favour and against any event or activity in their area and Targa West is no exception to this, however we believe the majority of people have indicated they are in favour of a rally running in this instance.

We would like to request permission from the Council to run a trial stage through the Maryville Downs Estate this year and conduct a similar post event survey immediately after the event to gauge the response from the residents again, with the purpose being to see if the percentages change and if so, assess the viability of running the stage again in 2015. This is a similar process to that used in the City of Swan for the Bullsbrook stages which have now been running very successfully for the past 4 years without any complaints from the residents. As a point of interest, the percentage of people opposed to the rally in the recent Lower Chittering survey is less than the original pre-event results in the Bullsbrook survey. The post-event Bullsbrook survey moved several percentage points in favour of the event continuing to run.

#### **Maryville 2014 Survey Results**

454 / 100% Total number of surveys delivered  
129 / 28% In favour of the event proceeding  
14 / 3% Not concerned either way  
37 / 8% Against the event proceeding  
274 / 60% Did not respond

#### **Bullsbrook 2010 Survey Results**

645 / 100% Total number of surveys delivered  
209 / 32% In favour of the event proceeding  
27 / 4% Not concerned either way  
87 / 13% Against the event proceeding  
322 / 50% Did not respond

If the Council approves this request, we will provide the appropriate Road Closure Applications and the other documentation you require.

We propose to run the stage on Saturday 16<sup>th</sup> August from mid-afternoon. The exact times would be included in the Road Closure Application. The rally cars will be running at 30-second intervals. Allowing time to set up and pull down the stage will require the roads to be closed for a period of approximately 3.5 hours. We anticipate that on the day the roads would be opened well before this time.

It will be a requirement of the rally to fully close all roads, driveways and gates that lead onto the course. To notify the landowners we will do two letterbox drops in the area, and contact the local newspapers for press coverage, prior to the rally.

Targa West has the support of the Confederation of Australian Motor Sport (CAMS), the controlling body of motor sport in Australia. CAMS also provide the Public Risk Insurance cover for the event of \$100,000,000.00. We are extremely confident in gaining the approval of the Western Australian Police as they have not raised any concerns regarding the running of the event over the past nine years.

We will provide a Risk Management Plan, Traffic Management Plan and a Rally Safety Plan for the event. The Traffic Management Plan will be produced by Taborda Contracting.

As agreed, if Council approves this application, Targa West will underwrite a fund raising program to the value of \$10,000.00 to be spent on local community project(s) in the Lower Chittering area. To that end, we would like to propose a Charity Rally Car Ride Day to be conducted over a mutually agreed 2-3 Km course in the Maryville Downs Estate where community members are able to pay a small donation to go for a ride in a rally car over the course. 100% of the money raised from the sponsorship of the day, the competitor fees and ride donations would go to the cause. This would require a Road Closure Application to be approved for a three hour closure and the intention is to use roads with the least impact on traffic flow through the estate.

If so desired, we would welcome the opportunity to meet with Councilors to provide further details on the event and to cover any concerns they may have.

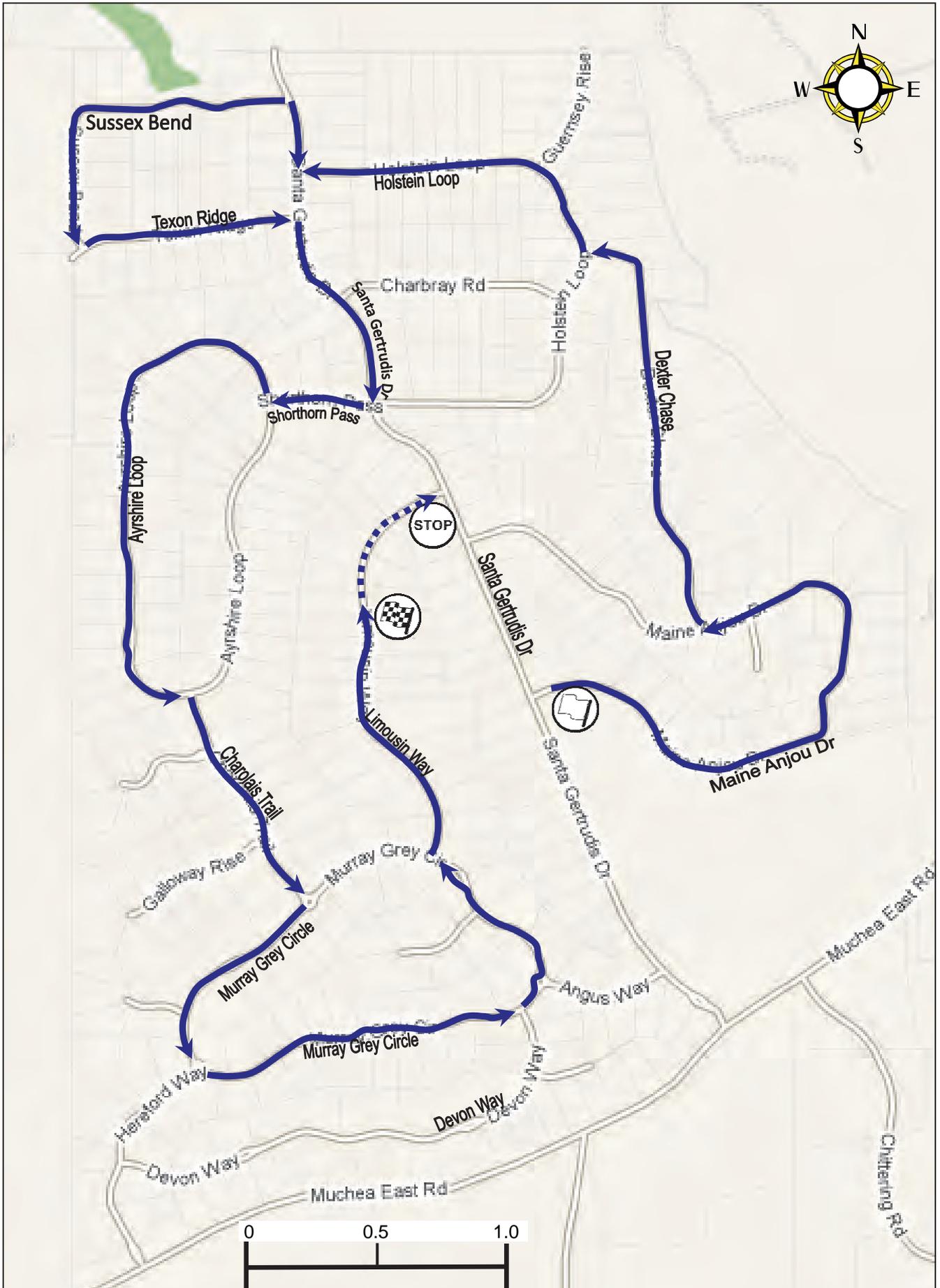
Yours sincerely

A handwritten signature in black ink that reads "Ross Tapper". The signature is written in a cursive, slightly slanted style.

Ross Tapper  
Clerk of Course  
0418 950 022  
[ross@targawest.com.au](mailto:ross@targawest.com.au)



# Proposed Maryville Downs Estate Special Stage



# RESIDENTS SURVEY

February 2014

## Quit Targa West – Tarmac Rally 14-17 August 2014

This year will be the 10th anniversary of the Quit Targa West Tarmac Rally, which brings road based rallying to the people of WA providing residents and spectators with the opportunity to watch some of the most exciting classic, sports and GT cars compete against the clock on closed bitumen roads. The rally attracts competitors from across Australia including Jim Richards in his new Porsche and is televised nationally shortly after the event along with other international networks.

### Proposed Maryville Downs Estate and/or Muchea Stages

To help celebrate the 10<sup>th</sup> anniversary Quit Targa West would like to include one or two of the original rally stages in the Lower Chittering area (see attached maps) and seeks feedback from the community in the form of this Survey to gauge the level of interest from residents in the proposed areas. The possibility of including one or two of these original stages in this area will then be presented to Council for consideration.

### What does it mean to you?

If agreed, Quit Targa West will run the proposed special stage(s) on sections of public roads within the area of Maryville Downs Estate and/or Muchea, along with all the other localities normally used including Bullsbrook, Toodyay, Kalamunda, Perth and Whiteman Park. This would require short road closure periods for the duration of each proposed stage on Saturday 16<sup>th</sup> August. The estimated closure period will be 3-3½ hours. Should this proposal proceed, there will be further notices providing greater detail; including precise times, locations and advice on procedures in the lead-up to the event. Also, see the FAQ's overleaf...

### Proposed \$10,000 Donation to the Community

If successful Quit Targa West will guarantee a \$10,000 Community Grant to be spent on community project(s) in the Lower Chittering/Muchea areas at the Council's discretion. It is envisaged these funds will be raised via sponsorship of the stage(s) and/or a Charity Ride Day.

### Survey Questionnaire

We ask that you please complete the following survey and return it to the Shire of Chittering in the postage paid envelope supplied. We also ask that you do provide your name and property address for verification purposes. To assist in the communications process, please include your email address so you can be kept informed. Your email address will not be used for any other purpose.

**Muchea    Maryville**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>I am in favour</b> of the rally using the proposed roads on Saturday 16 <sup>th</sup> August 2014. |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>I am opposed</b> to the rally using the proposed roads on Saturday 16 <sup>th</sup> August 2014.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>I am not concerned</b> either way.   |

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Ph #: \_\_\_\_\_

NOTE: The survey will be monitored by representatives from the Shire of Chittering and Targa West. All information will be kept confidential with only the combined results being published.

Kind Regards



Bob Schrader  
 Event Director  
 Quit Targa West



Gary Tuffin  
 Chief Executive Officer  
 Shire of Chittering

**Please return by 4 MARCH 2014** to the Shire of Chittering by Fax: (08) 9576 1250,  
 Email: [chatter@chittering.wa.gov.au](mailto:chatter@chittering.wa.gov.au) or Mail: PO Box 70, BINDOON WA 6502 **Page 111**